

TESTIMONY--PROTOCOL

0573

(Revised 1996)

Employee conduct and attire are important to maintaining the professional image of CDF. The following guidelines should be considered by those employees who are requested to testify for the department:

Persons providing testimony should be prepared to testify at the appointed time. Check with the Office of Legislation for correct hearing schedules as legislative schedules may change abruptly.

Employees should dress in a manner appropriate for a business office and as a representative of CDF.

A CDF uniform should not be worn when testifying before the State Legislature as a uniform may be perceived as confrontational. Personal discretion may be used on other occasions, such as when appearing before a local hearing.

Region chiefs, unit chiefs or their appointed representative should be the only individuals who testify at community hearings, planning commissions and local boards.

Copies of any written testimony should be submitted to the Office of Legislation.

Employees should maintain an attitude of cooperation and avoid responses which might be interpreted as antagonistic.

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